CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8120.2A CHG 11

6/21/96

SUBJ: PRODUCTION APPROVAL AND SURVEILLANCE PROCEDURES

1. PURPOSE. This change contains guidance related to production approval and surveillance of manufacturers of type certificated products, technical standard order (TSO) articles, and replacement and modification parts to ensure that the pertinent Federal Aviation Regulations (FAR) are fairly and uniformly administered.

2. DISTRIBUTION. This order is distributed to Washington Headquarters division levels of the Flight Standards Service; to the branch levels of the Aircraft Certification Service; to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices; to all Aircraft Certification Offices, Aircraft Certification field offices, and all Manufacturing Inspection District and Satellite Offices; to the Aircraft Certification and Airworthiness Branches at the FAA Academy; to the Suspected Unapproved Parts Program Office; and to the Brussels Aircraft Certification Staff.

3. DISPOSITION OF TRANSMITTAL. After filing the attached pages, this change transmittal should be retained:

PAGE CONTROL CHART

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CHAPTER 1. INTRODUCTION

1. PURPOSE. This order contains guidance related to production approvals and surveillance of manufacturers of type-certificated products, technical standard order articles, and replacement and modification parts to ensure fair and uniform administration of pertinent Federal Aviation Regulations (FAR).

2. DISTRIBUTION. This order is distributed to Washington Headquarters division levels of the Flight Standards Service; to the branch levels of the Aircraft Certification Service; to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices; to all Aircraft Certification Offices, Aircraft Certification field offices, and all Manufacturing Inspection District and Satellite Offices; to the Aircraft Certification and Airworthiness Branches at the FAA Academy; to the Suspected Unapproved Parts Program Office; and to the Brussels Aircraft Certification Staff.

3. CANCELLATION. The following Federal Aviation Administration (FAA) orders are canceled:

a. Order 8120.2, Production Approval and Surveillance Procedures, dated 8/23/72.

b. Order 8120.3, Scheduling QASAR Audits, dated 7/31/75.

c. Order 8000.25A, Quality Assurance Systems Analysis and Review, dated 9/28/77.

d. Order 8120.4, Reporting of Quality Assurance Systems Analysis Review (QASAR) Finding and Corrective Action of Suppliers, dated 9/13/76.

4. EXPLANATION OF MAJOR CHANGES.

a. Miscellaneous changes were made to correct text and incorporate directorate suggestions. Extensive editorial changes were made primarily in the interest of clarity and consistency with current policy.

b. Chapter 1, Introduction, has been revised to reflect changes in organizational structure and to incorporate or add definitions and acronyms.

c. Chapter 5, Parts Manufacturer Approval (PMA) (FAR 21, Subpart K), has been removed. The information has been incorporated into FAA Order 8110.42, Parts Manufacturer Approval Procedures.

d. Chapter 8, Supplier Selection, Surveillance, and Evaluation, has been rewritten by the Supplier Management Team, representing all directorates and headquarters, to reflect service changes and priorities with increased emphasis on the manufacturer's supplier control. Due to the extensive use of the Aircraft Certification Systems Evaluation Program (ACSEP) process in this chapter, the terms ACSEP and Quality Assurance Systems Analysis Review (QASAR) are both used in this order. The next change is expected to remove the QASAR process and introduce ACSEP in total. In addition, use of asterisks to identify changed material will not be used in this chapter due to the extensive revision.

e. Chapter 12, Priority Parts, has been removed.

f. Chapter 13, Records and Reporting Requirements, has been revised to remove the requirement for distribution of the Production Certification Project Status Listing, FAA Form 8120-6, to AIR-200.

g. Appendix 11, Sample Letter - FAA-PMA Letter, has been removed. *

5. ACRONYMS AND DEFINITIONS.

a. Abbreviations and acronyms as used in this order are:

(1) AC - Advisory Circular.

(2) ACSEP - Aircraft Certification Systems Evaluation Program. *

(3) APIS - Approved Production Inspection System.

(4) BAA - Bilateral Airworthiness Agreement.

(5) BFE - Buyer Furnished Equipment.

(6) CAA - Civil Aviation Authority of a non-U.S. jurisdiction (formerly FCAA).

(7) CFE - Customer Furnished Equipment. *

(8) CIR - Conformity Inspection Record, FAA Form 8100-1.

(9) CM - Certificate Management.

(10) DAS - Designated Alteration Station.

(11) DOA - Delegation Option Authorization.

(12) DOD - Department of Defense.

(13) DOT - Department of Transportation.

(14) DMIR - Designated Manufacturing Inspection Representative.

(15) FAA - Federal Aviation Administration.

(16) FAR - Federal Aviation Regulations.

(17) FIS - Fabrication Inspection System.

(18) GFE - Government Furnished Equipment. *

(19) MIDO - Manufacturing Inspection District Office.

(20) MMF - Manufacturer's Maintenance Facility.

(21) MRB - Material Review Board.

(22) **NDT** - Nondestructive Testing.

(23) **OAC** - Original Airworthiness Certification.

(24) **PAH** - Production Approval Holder.

(25) PC - Production Certificate.

(26) **PCB** - Production Certification Board.

(27) PI - Principal Inspector.

(28) **PLR** - Production Limitation Record.

(29) **PMA** - Parts Manufacturer Approval.

(30) **QASAR** - Quality Assurance Systems Analysis Review.

(31) **QC** - Quality Control.

(32) **SARR** - Systems Analysis Review Report, FAA Form 8120-8.

(33) **SDR** - Service Difficulty Report.

(34) **SER** - Systems Evaluation Record, FAA Form 8120-7.

(35) **STC** - Supplemental Type Certificate.

(36) **TC** - Type Certificate.

(37) **TSOA** - Technical Standard Order Authorization.

b. Definitions. For the purpose of this order, the following definitions apply:

(1) **Approved Quality Control Data.** Data which provides an acceptable (as * determined by the FAA) description of the quality control system as required by the FAR. These data would encompass the methods, procedures, processes, inspections, tests, specifications, charts, lists, forms, etc., which the manufacturer or the manufacturer's supplier employs to produce products/parts thereof for which the manufacturer holds an FAA design approval. *

(2) **Article.** Materials, parts, or appliances produced under the provision of a TSOA. All references in this order to "parts thereof" include TSO articles, as applicable. An article as specified in FAR § 21.143(a) (which includes any material, part, component, subassembly, assembly, system, or appliance which is used in the type-certificated product) is referred to herein as "part thereof."

(3) **Associate Facility.** A facility which has been approved as an extension to an original PAH. This facility is owned and operated by the same corporate management as the original PAH that controls the design and quality of the product/part thereof, except for companies participating in joint-production and/or

co-production business agreements. The associate facility must be listed as a manufacturing facility on the production certificate or letter of authorization for other production approvals, e.g., PMA or TSOA (reference chapter 17).

(4) Certificate Management. Ongoing responsibility for surveillance of those manufacturers which hold a production approval (reference chapter 2).

* (5) Complete Inspection. Inspection in which all properties, e.g., physical, chemical, visual, functional, etc., of each product are examined or tested to determine conformance to FAA-approved data. *

(6) District Office. Manufacturing Inspection District Office, and where applicable Manufacturing Inspection Satellite Office (MISO), having CM responsibility for a defined geographic area.

(7) Finding. A finding is comprised of the FAR involved, deficiency/ breakdown, cause, and recommended corrective action (reference paragraph 16 of this order).

* (8) Production Approval Holder. The holder of a PC, APIS, PMA, or TSOA * who controls the design and quality of a product or part thereof.

(9) Part Thereof. Any part, material, appliance, component, system, subassembly, or assembly used in a product.

(10) Principal Inspector. A manufacturing inspector who has been assigned CM responsibility of a particular manufacturer. In the case of a supplier, it is the inspector assigned to the supplier.

(11) Priority Part. For the purpose of establishing surveillance * priorities, a priority part means any part (including assemblies) in an FAA-approved design that, if it were to fail, could reasonably be expected to cause an unsafe condition in an aircraft, engine, or propeller. Examples include:

(a) Parts/assemblies identified in Airworthiness Directives on products of the same, or similar, type design;

(b) Parts identified (selected) by the type certificate holder or PAH;

(c) Critical parts, or parts of critical systems, identified during certification process, e.g., § 21.50 (Instructions for Continued Airworthiness, "Airworthiness Limitations" section), §§ 23.621(c), 23.1309(b), 25.621(c), 25.901(c), 25.1309(b) (2), 27.621(c), 27.1309(b), 29.621(c), 29.901(c), 29.1309(b), 45.14, etc.; and

(d) Any other parts identified by the FAA, e.g., project engineer(s) or assigned PI, etc. Aviation safety inspectors are encouraged to consult engineering as necessary to assist in making this determination.

(12) Produce. To manufacture, or cause to be manufactured, a product/part * thereof.

(13) Product. An aircraft, aircraft engine, or propeller.

(14) **Production Certification Board**. An FAA evaluation function consisting of a selected group of FAA specialists, acting under the direction of the PCB chairperson for the purpose of determining eligibility of the holder of a TC or STC, or a licensee, for the issuance of a PC.

(15) **Recommendations**. Refers to those recommendations for system improvement/changes of items not related to a FAR/system noncompliance/ nonconformance.

(16) **Satellite MMF**. An MMF facility established at a location other than the location of the PAH or "parent" MMF. A satellite MMF shall be owned and controlled by the original PAH or "parent" MMF, and shall be located within the United States.

(17) **Selected Supplier**. Those supplier facilities that are selected for FAA surveillance.

(18) **Specialist**. As related to the facility audit function or PC/APIS Boards, FAA manufacturing inspectors/supervisors or flight test, structures, systems, and/or equipment engineering personnel.

(19) **Supplier**. Any person, including a distributor, who furnishes parts or related services (at any tier) to the manufacturer of a product/part thereof.

(20) **Symptom**. Any perceptible error in a system or item. Examples include a nonconformity, noncompliance, system defect, or inconsistency, etc., which may be indicative of a system breakdown.

(21) **Quality Assurance System Analysis (QASA)**. The method that will be utilized to conduct any type of facility audit.

(22) **QASA Audit Teams**. Specialists selected by the directorate to participate in QASA audits, as necessary.

(23) **Quality Control System**. The total network of administrative and technical data and detailed procedures required to control the product and parts thereof to specified airworthiness standards. Quality Control System, when mentioned in this order, also denotes inspection systems in regard to holders of an APIS or a PMA.

(24) **QASA Team Leader**. The person who leads an audit or, in the case of a district office audit, the PI, or district office chief.

6. **FORMS AND REPORTS**. Sample forms and reports used for the evaluation, approval, and surveillance of the production activities outlined in this order are shown in appendixes 1 through 10, 12 through 14, 16, and 17. Appendix 15 provides a complete listing of forms available.

7. **RELATION TO OTHER DIRECTIVES**. Other directives referenced in this directive list only the basic order number. It is the responsibility of the user to establish that the latest revision/amendments are being utilized.

* 8. REQUESTS FOR INFORMATION. Any deficiencies noted, suggestions for clarification, or improvements regarding the content of this order should be forwarded to the Aircraft Certification Service, Automated Systems Branch, AIR-520, Attention: Directives Management Officer, 800 Independence Avenue, S.W., Washington, DC 20591. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed, you may contact the Production and Airworthiness Certification Division, AIR-200, for guidance, but you should also use the Form 1320-19 as a follow-up to verbal conversation.

9. DEVIATIONS. Adherence to the procedures in this order are necessary for uniform administration of this directive material. Any substantial deviations from this guidance material must be coordinated and approved by the Aircraft Certification Service, Production and Airworthiness Certification Division, AIR-200. If a deviation becomes necessary, the FAA employee involved should be guided by sound judgment, ascertaining that all deviations are substantiated, documented, and concurred with by the appropriate supervisor.

10.-19. RESERVED. *

CHAPTER 8. SUPPLIER SELECTION, SURVEILLANCE, AND EVALUATION

85. GENERAL.

a. This chapter provides guidance for FAA selection, surveillance, and evaluation of a PAH's supplier facility to assure that the PAH's supplier control system meets the intent of the FAR and AC 21-20, Supplier Surveillance Procedures. All supplier surveillance activity will be accomplished and reported in accordance with the procedures referenced in this chapter, as appropriate.

b. Supplier surveillance includes ongoing activities at PAH supplier(s) to evaluate the PAH's quality system implementation. A formal quality system evaluation conducted in accordance with Order 8100.7, Aircraft Certification Systems Evaluation Program, constitutes one aspect of this surveillance. When an evaluation identifies findings of noncompliance, the PI should obtain corrective action from the PAH. Additional surveillance tasks are enumerated in paragraph 26.b. of this order.

c. Part 21, subparts F, G, K, and O, require the establishment of a QC system as a prerequisite to issuance of an FAA production approval. The purpose of this QC system is to establish and maintain procedures for ensuring that components and materials produced by suppliers conform to the approved design data and are in condition for safe operation.

d. It is the PAH's responsibility to ensure that each completed product, part, or appliance, including supplied components and materials, conforms to the approved design data and is in condition for safe operation. This responsibility is applicable without regard to:

(1) Where suppliers may be located;

(2) Whether suppliers are under direct FAA surveillance;

(3) Whether the parts received by the PAH have their own certification;

(4) Whether components are accompanied by airworthiness approval tags, or their equivalent, issued by the CAA of a BAA jurisdiction; or

(5) Whether components or equipment are supplied by the end product purchaser (CFE, BFE, or GFE).

e. The FAA shall not relinquish its authority for evaluation of suppliers at any location. The FAA may request the assistance of a CAA, to act on its behalf, to perform surveillance activities in a BAA jurisdiction.

86. DISCUSSION.

a. The FAA does not approve suppliers. A PAH may utilize suppliers when it has established an FAA-approved QC system that provides assurance that all parts or services furnished by its suppliers are in compliance with its particular

production approval and applicable FAR. The PAH should place special emphasis on controlling those suppliers that are authorized to ship directly to a user/operator. Each PAH should make available to the FAA a list of its suppliers. The PAH should have objective evidence that they have notified their suppliers that their facilities are subject to FAA surveillance.

b. Emphasis will be placed on the PAH's control of its suppliers, since the PAH is totally responsible for all of its supplier-furnished parts and services. The FAA will evaluate the PAH's quality system implementation at selected suppliers. FAA surveillance of a supplier shall not be used as a substitute for supplier control by the PAH.

c. The FAA must maximize its efforts and concentrate on those facets of aircraft production and operation that would most benefit safety. While PAH control of all supplier produced products/parts is mandatory, the FAA will focus its surveillance efforts on priority part suppliers. This approach does not imply that the FAA would disregard non-priority parts. The FAA retains its prerogative to make any inspection or test necessary to determine compliance with the applicable FAR.

87. **EXCLUSIONS:** The procedures outlined in this chapter do not apply to:

a. Components for prototype products used in type certification programs; and

b. Components used in completed products submitted for airworthiness certification or approval after a type certificate or design approval has been issued, and prior to a production approval being granted. For example, aircraft submitted for airworthiness certification after the TC for the aircraft has been issued but before the newly TC'd aircraft has been added to the PLR. such components would require conformity inspection or verification by the FAA.

88. EVALUATION. The procedures contained in Order 8100.7 shall be used to accomplish and record all evaluation activities conducted at the supplier's facility.

NOTE: When a supplier to multiple PAHs is evaluated, and the applicable criteria used during the evaluation meets the surveillance needs of the CM MIDO, this evaluation may be used to satisfy the planned surveillance activity of the MIDO. Whenever practical, the geographic MIDO should invite a member from each applicable CM MIDO to participate in the evaluation of the supplier.

89. RESPONSIBILITY OF CERTIFICATE MANAGEMENT MIDO. The MIDO having CM responsibility over a PAH is responsible for:

a. Evaluating the PAH's supplier control procedures to verify that its suppliers are in compliance with its particular production approval. This should include a review of the PAH's receiving inspection records.

b. Verifying that the QC procedures approved for use by the PAH are, in fact, imposed and implemented by the PAH at its suppliers.

c. Determining the need for supplier surveillance in accordance with the criteria contained in paragraph 90 of this order. When supplier surveillance is indicated, the MIDO shall:

(1) Determine the type, i.e., random, ongoing, or audit per criteria in paragraph 26.c. of this order, and extent of surveillance regardless of supplier location.

(2) Conduct surveillance when the supplier facility is located within the geographic boundaries of the MIDO.

(3) Request supplier surveillance when the facility is located outside of the geographic boundaries of the MIDO, in accordance with the hand-off procedures contained in paragraph 91 of this order.

d. Initiate compliance and enforcement action(s) against the PAH for any noncompliance that originated at any of its supplier facilities, in accordance with Order 2150.3, Compliance and Enforcement Program.

90. SUPPLIER SURVEILLANCE SELECTION PROCESS.

a. This process will help select suppliers that need surveillance regardless of the type of parts produced. Ongoing surveillance of supplier facilities shall only be requested and conducted when such surveillance can be justified in the interest of safety. It should not be necessary to conduct surveillance at a supplier facility when it is established that the PAH makes all conformity and safety determinations of parts or materials upon receipt in compliance with its QC procedures and applicable FAR. Nothing shall preclude the MIDO from conducting random or audit surveillance as deemed appropriate. Suppliers with satisfactory evaluations may be subject to future reassessments in accordance with paragraph 93 of this order.

b. The guidelines outlined below, along with analysis of all assimilated data from all available sources, shall be considered in determining the necessity for supplier surveillance:

(1) Is the supplier a priority or non-priority part supplier? Added consideration should be given to priority part suppliers.

(2) Are there in process inspections which cannot be determined at final inspection?

(3) Are the supplier's parts inspected and all conformity and safety determinations made by the PAH upon receipt? These suppliers should be eliminated unless extenuating circumstances warrant continued surveillance.

(4) Does the supplier have a good quality history? If there have been recent problems relative to quality issues, the PI may request a special evaluation.

(5) What is the supplier's production rate? Does the production rate warrant selection for special evaluation?

(6) Has the PAH delegated authority for direct shipping, MRB, inspection, acceptance, etc.?

(7) Does a review of available information identify concerns such as airworthiness directives, SDRs, PAH internal audit results, or PAH enforcement status relative to supplier control?

(8) Has there been any indication of Suspected Unapproved Part (SUP) activity involving this supplier?

(9) Does the PAH have designees appointed by the geographic MIDO at the supplier.

91. HAND-OFF PROCEDURE. When the MIDO having PAH CM responsibility has determined that supplier surveillance is necessary, and the supplier is located outside of its geographic boundary, the following hand-off procedure shall be used:

a. A memorandum requesting surveillance shall be forwarded to the MIDO having geographic responsibility of the area in which the supplier is located. The initiating memorandum shall indicate the type of surveillance that should be conducted.

b. The CM MIDO will include in its memorandum all pertinent information including, when appropriate:

(1) The name and address of each supplier and the responsible PAH;

(2) A general description or classification of the part, e.g., fabricated sheet metal parts; forgings; machined parts; or service(s), e.g., heat treatment; welding; nondestructive testing. The FAA evaluators may obtain part information directly from the PAH representative or supplier;

NOTE: When a priority part supplier produces multiple component parts, the requesting MIDO need not identify all part numbers. The FAA's evaluation emphasis needs to be on the status of the PAH's quality system as it relates to the supplier.

(3) Any delegation of MRB and/or technical data change control authority;

(4) The name, title, and telephone number of the person to contact at the supplier and PAH facilities who can furnish purchase order(s), QC data, technical data, and other pertinent information to the FAA;

(5) A copy of the PAH's, or supplier's, QC procedures that are required to be implemented at the particular supplier's facility, unless these documents are available to the FAA at the supplier facility;

(6) Any authority granted by the PAH that permits direct shipment to the end user. In these instances, the PAH must provide written authorization to the supplier of any direct shipment authority and establish procedures that will ensure that the shipped parts will conform to the type design and are in condition for safe operation. The procedures must also provide for the supplier's shipping documents

to reflect the identity of the PAH who granted the authorization. This would not apply in the case of associate facilities when the approved QC procedures provide adequate control for such direct shipment; and

(7) Any other information, such as, a time frame, specific major function, new processes, new technology to be evaluated, etc., should be included when deemed necessary.

92. RESPONSIBILITY OF GEOGRAPHIC MIDO. When a geographic MIDO receives a request for surveillance of a supplier facility located within its geographic boundaries, the MIDO shall:

a. Schedule and conduct the requested surveillance at the supplier's facility. Include the supplier in the overall work program only when ongoing surveillance has been determined necessary for a particular supplier.

b. Advise the requesting office of the receipt of the surveillance request and proposed implementation. Forward the completed Form 8120-2 and surveillance recommendations to the requesting office.

c. Follow Order 2150.3 for any noncompliance to the FAR. Promptly report any noncompliance to the requesting MIDO for appropriate enforcement action against the PAH.

d. Annually prepare and provide a copy of the Form 8120-2 when ongoing surveillance is requested. The report shall be submitted to the CM office.

93. SUPPLIER REASSESSMENT PROCESS. The originating MIDO shall reassess supplier status annually to determine the need for retaining or canceling FAA supplier surveillance. This assessment should coincide with the preparation of Form 8120-2. The assigned inspector may make use of PAH databases and records, as well as FAA databases including: Manufacturing Inspection Management Information System, Enforcement Information System, SUP, ACSEP, SDRs, and Accident/Incident Information Data System, in making the reassessment. Upon completion of the reassessment, the originating MIDO must notify the geographic MIDO of any changes requested in surveillance activity.

94. DIRECT SHIPMENT BY SUPPLIERS. Suppliers may ship replacement and modification parts directly to the end user without the parts first being processed through the PAH's receiving inspection facilities only if the PAH:

a. Has FAA-approved procedures in place, containing controls to compensate for the absence of inspection normally conducted at the PAH's facility; e.g., receiving inspection, test.

b. Ensures that each part so shipped is accompanied by a shipping ticket, invoice, or other document containing a declaration that the individual part was 'produced under the terms of the production approval. The shipping document should also identify the product on which the part is eligible for installation.

c. Advises the FAA office that has jurisdiction over the PAH's facilities of each authorization.

d. WITHDRAWN--CHG 11.

95. CAA ASSISTANCE.

a. When a supplier is located in a jurisdiction with which the United States has a BAA, the FAA may rely on surveillance and conformity certifications performed on its behalf by the supplier's CAA. When the FAA conducts its own surveillance activities, the CAA of the supplier shall be invited to observe or participate in such surveillance activities, or to conduct them as mutually agreed upon. The CAA would then submit findings or observations to the FAA for review and disposition.

b. Contact and correspondence with the CAA shall be arranged and/or coordinated by the responsible FAA office noted in paragraph 97 of this order. When surveillance activities are requested, the request shall include specific instructions to the CAA concerning the extent of surveillance to be conducted on behalf of the FAA in accordance with Order 8100.7 criteria. If the CAA will not use this criteria, or its equivalent, the FAA must perform the required surveillance. In this instance, determine whether an undue burden exists.

96. INTERNATIONAL SURVEILLANCE ACTIVITY. The directorates will jointly develop a method to gather information for efficient and effective directorate utilization of resources. Directorates will periodically compare the results of these activities. The data will be a tool to help managers minimize the duplication of surveillance activities of international suppliers, and will provide information for staffing standards and for management of resources.

97. GEOGRAPHIC RESPONSIBILITIES FOR INTERNATIONAL SUPPLIER SURVEILLANCE. For specific addresses of the identified offices, refer to AC 20-126, Aircraft Certification Service Field Office Directory. For suppliers of aircraft related products manufactured in:

a. Canada, Greenland, the Middle East, and the continents of Europe and Africa, contact the Engine and Propeller Directorate, Manager, Manufacturing Inspection Office, ANE-180.

b. Mexico or Central America, contact the Rotorcraft Directorate, Manager, Manufacturing Inspection Office, ASW-180.

c. Virgin Islands, Caribbean Nations, and South America, contact the Small Airplane Directorate, Manager, Manufacturing Inspection Office, ACE-180.

d. Australia, Asia, and Pacific Rim Nations, contact the Transport Airplane Directorate, Manager, Manufacturing Inspection Office, ANM-108.

NOTE: In the interest of cross-utilizing our personnel to the maximum extent practicable, assistance of any other Aircraft Certification Service personnel may be requested by the responsible directorate in arranging for supplier surveillance.

98.-119. RESERVED.

CHAPTER 13. RECORDS AND REPORTING REQUIREMENTS

143. GENERAL. This chapter supplements and/or supersedes the records and reporting requirements contained in Order 1380.48, Manufacturing Inspection Management Information System (MIMIS).

144. PRODUCTION PROJECT CONTROL, FAA FORM 8120-2 (RIS: FS 8120-3). This form is used to record pertinent information concerning each manufacturer holding an FAA production approval.

a. **Preparation.** This form will be prepared by the district office in accordance with instructions contained on the face of the form (reference Form 8120-2, appendix 12). Supplemental instructions are as noted below:

(1) **Inactive Projects.** A production project which has been inactive during the preceding 3-month period will be reported as inactive. A project which is inactive for 1 year should be canceled and reported as such when no further production or shipment of spare parts is anticipated. If reactivated at a later date, it will be reported as "reopened" and the same project number originally assigned will be used.

(2) **Military Products.** When a project involves FAA participation in military procurement of civil products, the military model designation and the manner in which the FAA indicates individual approval will be included in item 13.

(3) **Remarks Section.** Item 13, "Remarks," should include as much information as possible regarding the current workload and future trends for each project. Use the reverse side of the form if more space is needed. The expiration date of the period specified in, or extended under, FAR § 21.123(c) should be shown * for each type-certificated product and model being produced under a TC only. AMMF * comment should be included when applicable.

NOTE: **If the production approval is issued based on a licensing agreement that is for a specific period of time, the time period will be indicated under "Remarks."**

(4) **Reporting Time Expended.** Time expended on specific projects should be reported in accordance with Order 1380.48.

b. **Distribution.** The original form will be forwarded to the Manufacturing Inspection Office (MIO), and a copy is to be retained by the originating district office.

c. **Retention Schedule.** Refer to Order 1350.15, Records Organization, Transfer and Destruction Standards.

d. **Alternative Reporting Method.** MIMIS reports may also be used to satisfy the requirements of this paragraph.

145. PRODUCTION CERTIFICATION PROJECTS STATUS LISTING, FAA FORM 8120-6 (RIS: WS 8120-1). This form identifies the current production project activities at the Aircraft Certification Directorates.

a. Preparation. This form will be prepared by the MIO of each directorate in accordance with the sample shown in appendix 13.

(1) Totals. The totals for each category will be recorded in the totals column of the first page only of the directorate listing.

(2) Reporting Date of Last QASAR Audit. The column entitled "Date Last QASAR Audit" will be recorded to denote the last QASAR team audit conducted at the manufacturer.

(3) Designated Alteration Station. Those manufacturers who are also holders of a DAS should be identified by listing the authorization number and the date of the authorization. This listing will be recorded in "Remarks."

(4) Manufacturer Maintenance Facility. Those manufacturers who are also holders of an MMF should be identified by listing the authorization number. This listing will be recorded in "Remarks."

* b. Retention Schedule. Refer to Order 1350.15.

c. Alternative Reporting Method. MIMIS reports may also be used to satisfy the requirements of this paragraph. *

146. CONFORMITY INSPECTION RECORD (CIR), FAA FORM 8100-1 (RIS: 8100-1). CIR's are internal FAA documents which should be used as work sheets to record any conformity inspections conducted to determine compliance with the FAR during type certification programs. These forms may also be used as work sheets during any * production surveillance activity to supplement the official surveillance records, * and also for any inspections, as appropriate, during airworthiness certification.

a. Preparation. CIR's will be prepared in accordance with the instructions shown on the form (reference Form 8100-1, appendix 14).

b. Distribution. CIR's should be distributed in accordance with established MIO procedures.

c. Retention. CIR's should be destroyed when it has been determined that their continued retention would serve no useful purpose.